


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT	POLICY NUMBER
	RECRUITMENT	25.01
		ISSUE DATE
		02/01/96
	APPLICABLE CALEA STANDARDS	REVISION DATE
	Chapter 31	07/01/07
		TOTAL PAGES
		4

25.01.01 PURPOSE

To provide a written directive which establishes a recruitment program for new members with the Florida Highway Patrol.

To establish guidelines for recruitment of qualified applicants for employment with the Florida Highway Patrol.

25.01.02 POLICY

It is the policy of the Florida Highway Patrol to maintain an aggressive recruitment program to seek the most qualified applicants and to provide Equal Employment Opportunities for all applicants.

The emphasis behind the recruitment program of the Florida Highway Patrol shall be to attract qualified individuals regardless of sex, race, or creed.

It shall also be policy, whenever possible, that qualified minority personnel be involved in recruitment programs.

25.01.03 DEFINITIONS

- A. **AFFIRMATIVE ACTION PLAN** - A positive outreach recruitment program designed to increase representation in those job classes and categories with very low representation of certain groups, compared to availability in the relevant labor market.
- B. **EQUAL EMPLOYMENT OPPORTUNITY** - The assurance that all qualified individuals are afforded the right to work and advance on the basis of objectives and job related merits, which measure one's demonstrated knowledge, skills and abilities to perform a particular job, as provided by federal, state and local law.

The Division shall seek to establish cooperative agreements with the Bureau of Personnel Services, which will enhance accessibility to minority groups of protected classes.

25.01.04 OBJECTIVES

- A. To establish and maintain an affirmative action plan aimed to ensure the proper staffing of qualified minorities and females.
- B. To recruit and employ the most qualified person(s) for employment with the Florida Highway Patrol.
- C. To promote activities that will increase the pool of applicants by attending state fairs, career/job services, school programs and general public employment programs.
- D. To distribute information to recruitment sources outlining career opportunities, application procedures and other pertinent information concerning employment within the Division and ensuring that all distributions specify that the Division is an equal opportunity employer.
- E. To ensure that employment procedures and practices comply with all applicable governmental regulations.
- F. To ensure, as much as is reasonably possible, that the sworn work force is representative of the population of the service area relative to its composition of minorities and females.
- G. To prohibit exclusion of persons from recruitment, employment, examination, or appointment within the Division because of race, color, sex, religion, national origin, or marital status.
- H. To establish a recruitment program that shall focus on prospective applicants who possess the required skills, knowledge, and abilities needed to perform the job tasks of a law enforcement officer.
- I. To maintain appropriate records concerning Equal Employment Opportunity and Affirmative Action plans.

25.01.05 RESPONSIBILITIES

- A. The Chief of the Office of Employee Selection shall:
 - 1. In conjunction with the Recruitment Coordinator, formulate the recruitment plan for the Florida Highway Patrol on an annual basis.
 - 2. Seek to establish contact with community service organizations, local churches, local law enforcement agencies, and any key community leaders for the express purpose of seeking referrals of individuals interested in career opportunities with the Florida Highway Patrol.
 - 3. Be knowledgeable in all personnel matters, especially Equal Employment Opportunity, Affirmative Action, and the Federal Consent Decree as it affects employment with the Florida Highway Patrol.
 - 4. Oversee the operations of the field recruiters to ensure that all recruitment and employment objectives are met.

5. Assist the Troop Commander in selecting members as recruiters. The Troop Commander may select members through a competitive oral interview process from those submitting a written resume requesting to be placed into field recruiter positions.

B. Field Recruiters shall:

1. Be knowledgeable in the areas of Equal Employment Opportunity, Affirmative Action, and the Federal Consent Decree. Those selected will receive specialized training in those areas.
2. Seek recruitment assistance, referrals, and advice from community and state organizations, especially the key leaders of these groups.
3. Post information regarding recruitment activities with community service organizations in assigned areas.
4. Seek opportunities to speak and recruit qualified applicants, setting up career days with local community groups and civic organizations, placing special emphasis on qualified minorities and females.
5. Encourage members that are associated with community groups and civic or service organizations to seek opportunities to speak about law enforcement career advantages with the Florida Highway Patrol.
6. Be versed in, and abide by, all policies and strategies outlined in the FHP Recruitment Plan.

25.01.06 PROCEDURES

- A. The Recruitment Program shall be conducted on a year round basis for the purpose of attracting qualified individuals to make application for employment with the Florida Highway Patrol.
- B. All employees within the agency are reminded that, as a consequence of their employment and daily contact with the general public, they can represent a significant element towards the success of the agency's recruitment program.
- C. Whenever practical, personnel who represent minority or protected classes shall be included in recruitment activities.
- D. The agency shall post information regarding recruitment activities and position vacancies with community service organizations on a statewide basis.
- E. RECRUITMENT PLAN

The Recruitment Plan prepared by the Chief of the Office of Employee Selection shall be reviewed and revised at least annually, and shall serve as a guideline for the recruiting of qualified applicants. The plan shall include:

1. Recruitment goals and objectives for the coming year based upon the current Equal Employment Opportunity and Affirmation Action plans of the Department.

2. Guidelines for fulfilling the plans goals and objectives.
3. Developing innovative approaches for the recruiting of qualified applicants.